



Winston H. Hickox  
Agency Secretary

# Air Resources Board

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Chairman

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Gray Davis  
Governor

## MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco  
Safety Coordinator

DATE: November 1, 2002

SUBJECT: SAFETY MEETING IDEAS -- NOVEMBER 2002

Suggested issues to discuss during your next meeting are:

1. Injury and Illness Prevention Program

ASL 02-06 "Injury and Illness Prevention Program" was recently released and is available on the IntraNet. The ASL contains the Health and Safety Policy signed by Executive Officer Mike Kenny and the Injury and Illness Prevention Program Guide. The Guide helps identify what has to be done to promote the safety and health of ARB employees and worksites, and it outlines policies and procedures to achieve safety and health goals. Everyone should be familiar with it. Training for managers/supervisors on the program will be scheduled soon. The binders that had been distributed with the old IIPP can now be recycled.

2. Personal Safety

The Sacramento Police Department indicates that there has been an increase in purse snatching throughout the city in recent months. The victims in these cases are mostly female ranging from 17 to 70 years of age. Many of the victims have been attacked while in the driveway or garage of their residence after returning home. The suspects have been taking the victims' purses and on several occasions have actually entered the residence looking for other it. The robberies have occurred on most days of the week between the hours of 9:00 a.m. and 9:00 p.m. The Police Department provides the following tips, which can be helpful to everyone:

- Be aware of your surroundings, especially after returning home in your vehicle.
- Lock your vehicle doors and look around before getting out of your vehicle.
- If you believe you are being followed, drive to a well-lit and populated location, and call the police.
- If you can, leave valuables at home.

*The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.*

California Environmental Protection Agency

- If you are a victim, immediately cancel any credit cards that were stolen and be sure to monitor your accounts for unauthorized usage. Report any unauthorized activity to the police.

3. Corridor and Hallway Widths

We want everyone to be able to have access in our hallways and into our cubicles. The Americans with Disabilities Act provides requirements to help us to know how to set up our office space in order to be accessible. Hallways should be at least 44" wide or 36" wide if the occupant load is less than 10. Cubicle entrances should be at least 32" wide. During safety inspections, this is one of the things we inspect. So please make sure your office area is in compliance with the law and accessible to everyone.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.